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DD/S 58-4349

November 1958

MEMORANDUM FOR: Deputy Director, Support

ATTENTION: [redacted] 25X1A9a

I am submitting my answers to the questionnaire passed out by the panel on Admin. Plans and Fiscal Annexes in the administrative officers' conference on 28 October 1958. The numbers below correspond to the numbers on the questionnaire.

1. Admin. Plans and Fiscal Annexes are reviewed at least each year when project outlines are renewed, more often if amendments are prepared to project outlines. We also rely upon the accountings submitted and audits made to insure compliance. Whenever a case officer deems that actual conditions prohibit strict compliance, he too requests changes in the plans.

2. We do not generally solicit recommendations from the field. However the provisions of an Admin. Plan are generally geared to the project outline, which in most instances is initiated in the field. Certain aspects, however, such as funding mechanics may require coordination with the field before finalization.

3. Again the relationships are defined in accordance with the provisions of a project outline which also requires that information.

25X1A 4. In the ME Division we have not had operational loans in the strict interpretation of [redacted] This has primarily been the cause every loan desired to be made is generally coupled with the predetermination that if any part is not repaid the Division would authorize the payment anyway. The fact of calling it a loan and getting a note is generally for improved control over the individual and not because the Division would require repayment.

5. I think it is an excellent idea to use appendices in lieu of some of the 15-35 - page Admin. Plans I have had. We now use Annexes for communications and logistics portions, but there could well be other Annexes for funding, financial reports and the like.

6. The only Memorandum Accounts maintained in the field are at Class A Stations. Because of the type of financial report submitted

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by Class A Stations the Division cannot establish any review or check on the "write-off" of these accounts. We rely solely upon the field financial officer and the field representative of the Auditor in Chief.

7. In the WE Division all project outlines, amendments and renewals are required to be processed through the Budget and Fiscal Section and the Chief of Support. No operational information is withheld from Support that is needed.

8. The basic criterion on "direct" projects is whether the case officer or principal agent will be able to, or should, account for funds in accordance with Agency regulations. However, there are many other things that may result in Admin. Plans. For example,

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9. Yes.

10. Ten years of experience and better understanding between Agency components using Admin. Plans have developed brief standard statements understandable by all in lieu of lengthy dissertations.

11. Either a Fiscal Annex or a Project Financial Data Sheet should be prepared on all FI projects. In many cases the Project Financial Data Sheet with some detailed remarks could be used in lieu of the Fiscal Annex.

12. I feel very strongly that Admin. Plans and Fiscal Annexes should not include any of the provisions for the reimbursement to staff agents which can be accomplished by Agency regulations, letters of instructions and agent contracts.

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[redacted]

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